

November 27, 2007

Subject: **Dodge County School District
Request for Proposal
E-rate Year 2008-2009**

Vendors:

Dodge County School District is soliciting separate sealed proposals for e-rate eligible projects. Enclosed is the Request for Proposal (RFP) for products and services related to these projects. Award will be made to the vendor offering the proposal, which is the most advantageous to the School District.

A signature of a person authorized to contract for the company is required. The signature must be in ink.

You will need to provide two (2) original copies of your proposal. If additional copies are required the District will request the number needed in writing.

Please insert the exact company name and the signature of responsible person to contact on your quotation.

If U.S. Mail is used to forward your proposal, please allow adequate time to ensure delivery. Proposals received after the time shown will not be considered. Mark your envelope with your company name and "Request for Proposal, Internal Connections E-rate Year 2008-09".

Invoices will be paid promptly as soon as possible after receipt of materials and services ordered. If partial invoices are submitted, specify exactly the work covered by that Invoice. We will pay no invoice until all services listed on that invoice have been delivered.

Dodge County School District reserves the right to reject any and all proposals or any portion of said proposals to waive technicalities, and to make any and all purchases to the best interest and advantage of the School District.

Any questions concerning this proposal should be addressed, in writing, to:

**Dodge County School District
720 College Street
Eastman, Georgia 31023
Attn: Ceresse Godfrey
E-Mail: cgodfrey@dodge.k12.ga.us
Phone: 478-374-3783**

Enclosures:
Request for Proposal

Intent to Bid Form

**Dodge County School District
Request for Proposal
E-rate Year 2008-2009**

INTRODUCTION

GENERAL INFORMATION:

Dodge County School District is soliciting bids for servers, firewalls, switches, wireless and installation, and ongoing maintenance for schools that qualify for a USF Discount.

The award of a contract is contingent upon the award of funding from the Schools and Libraries Division (SLD) for E-Rate Year 2008-09. Installation of E-Rate Eligible equipment must be completed over a 12- month period beginning July 1, 2008 and ending June 30, 2009, unless Schools and Libraries Division extends the completion date for nonrecurring services.

PURPOSE:

Dodge County School District is seeking participants to bid on e-rate eligible services to include internal connections. Interested parties will be required to submit an "Intent To Participate" form which includes SERVICE PROVIDER INFORMATION NUMBER (SPIN) for e-rate purposes no later than January 4, 2008. For further information, contact Cerese Godfrey at cgodfrey@dodge.k12.ga.us or phone 478-374-3783.

PROPOSAL FORMAT:

Proposals must be submitted in the format outlined in this document. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing the information requested will not be considered. Respondents shall use the prescribed format to clearly indicate their experience and qualifications describe their technical approach to the district project and fully describe their proposal. Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

PROPOSAL(S) MUST BE RECEIVED BY:

Proposal(s) are due by 4:00 p.m. on January 4, 2008.

**Dodge County School District
720 College Street
Eastman, Georgia 31023
Attn: Cerese Godfrey**

To be considered, each proposal must be physically in the possession of the school district at that time. Proposals received after that date and time will not be considered.

Contents of proposals from competing companies shall not be disclosed during the process of negotiation. Proposals shall be open for public inspection after contract award. Proprietary or confidential information specifically marked as such in each proposal shall not be disclosed without written consent of the company.

A signature of a person authorized to contract for the company is required.

The signature must be in ink.

You will need to provide two (2) original copies of your proposal. If additional copies are required the District will request the number needed in writing.

Please insert the exact company name and the signature of responsible person to contact on your quotation.

If U.S. Mail is used to forward your proposal, please allow adequate time to ensure delivery. Proposals received after the time shown will not be considered. Mark your envelope with your company name and "Request for Proposal, Internal Connections E-Rate Year 2008-2009".

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Request for Proposal
E-rate Year 2008-2009**

COMPANY RESPONSIBILITY:

The selected Company will be required to assume total responsibility for all services offered in this proposal. The selected Company will be considered the prime Company and the sole point of contact with regard to all contractual matters. The Company shall submit periodic progress reports. The Company must agree to participate in all stages of the e-rate process.

TAXES, FEES, CODE, COMPLIANCE, LICENSING:

The Company shall be responsible for payment of any required taxes or fees associated with the contract. These taxes and/or fees will be clearly noted within the proposal. The Company shall be responsible for compliance with all applicable code and statutes and permitting requirements. All engineering, design-installation and construction work shall be done by Companies licensed in the State of Georgia.

REFERENCES AND PROPRIETY INFORMATION:

Submission of a response grants permission to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the district. Any proprietary information that the Company does not want disclosed to the public shall be so identified on each page in which it is found. The district solely for the purpose of evaluation and contract negotiations will use data or information so identified.

COMPANY QUALIFICATIONS AND OBLIGATIONS:

All companies must meet or exceed the minimum qualifications requirements.

Refer to the Proposal Format section for qualifications and obligations.

COST PROPOSAL:

Dodge County School District is seeking a firm, fixed price proposal for each 470 Application Number. Proposals received must include an itemized listing of any and all charges associated with completion of the project to include parts, installation, tax, project management, per-diem, travel, insurance, rentals and miscellaneous expenses. Dodge County School District will make any changes, additions or deletions to the RFP, in writing. All companies are solely responsible for the accuracy of all measurements and counts.

CONTRACT TERM:

Inception of this project is contingent on the award of E-Rate funding. Work will begin after July 1, 2008 and be completed before June 30, 2009, unless Schools and Libraries Division extends the completion date for non-recurring services. Work will be coordinated with on-going renovation and construction projects if any.

**Dodge County School District
Request for Proposal
E-rate Year 2008-2009**

PROPOSAL FORMAT:

All proposing vendors must provide at a minimum, the following information. **Any portion not included will be cause for possible elimination from the proposal process.** Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated below. Any portions of the submitted proposal, which are to be treated by the District as proprietary and confidential information, must be clearly marked as such. *Clarity and brevity are considered important in proposal preparation.*

Dodge County School District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the requests for information, contained in this section. The intent of the district is that all responses follow the same format in order to evaluate each response fairly. Proposals will be evaluated in light of the material and substantiation evidence presented in the proposal and not on the basis of what is inferred.

I. Table of Contents

Responses shall include a table of contents properly indicating the section of the information included.

II. Understanding of the Project

Each company shall complete a concise abstract stating the respondent's overview of the project. Clearly state all Form 470 Applications Numbers you are responding to in your proposal(s).

III. Company Qualifications

The Proposing vendor should submit a company profile; an organization chart; a statement of qualifications; vendor relationships; staff certifications; and resumes of Account Executives, Project Managers, and key systems engineers.

IV. Company Client Base/References

The Company must have a minimum of five (5) references of jobs completed within the past two years. These references must be school districts:

1. Job Description
2. Job Location
3. Contact name and telephone numbers
4. Date Completed

V. Cost

A total sheet summary for each Form 470 Application Number will be required for the overall proposal to include: materials, labor, network electronics, travel expenses, maintenance, and all other cost that may be incurred.

**Dodge County School District
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E-rate Year 2008-2009**

PROJECTED TIME LINE:

DATE Proposal due January 4, 2008

Date of award January 10, 2008

VENDOR REQUIREMENTS – SERVICES

These guidelines are intended to be the desired configuration of Dodge County School District. All proposing vendors responding to this proposal shall demonstrate the ability to provide services as outlined in the proposing vendor's response. Qualifications include current vendor certification and authorization to provide installation and maintenance of products. The proposing vendors shall exhibit their ability to assist w/ PIA, Attachments and the general working and understanding of the e-rate program.

VENDOR REQUIREMENTS – STRUCTURED CABLING

These guidelines are intended to be the desired configuration of Dodge County School District. All proposing vendors responding to this proposal shall have the following minimum qualifications:

- At least One (1) RCDD on-staff
- At least One (1) BICSI Registered Technician on-staff
- Thirty Percent (30%) of the on-staff employees with BICSI Level 1 Installer Certification.

All Cabling Installation shall adhere to the following guidelines as a minimum standard.

- Telecommunications Cabling ANSI/TIA/EIA Standards
- ANSI/TIA/EIA-568-B.1 -- *Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements*
- ANSI/TIA/EIA-568-B.2 -- *Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components*
- ANSI/TIA/EIA-568-B.3 -- *Optical Fiber Cabling Components Standard*
- ANSI/TIA/EIA-569-A -- *Commercial Building Standard for Telecommunications Pathways and Spaces*
- ANSI/TIA/EIA-606(A) -- *The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings*
- ANSI/TIA/EIA-607(A) -- *Commercial Building Grounding and Bonding Requirements for Telecommunications*
- ANSI/TIA/EIA-526-7 -- *Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant*

Install cabling in accordance with the most recent edition of BICSI® publications:

- BICSI -- *Telecommunications Distribution Methods Manual*

- BICSI -- Cabling Installation Manual
- BICSI -- LAN Design Manual

**Dodge County School District
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E-rate Year 2008-2009**

EVALUATION CRITERIA

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. The company may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total successful solution of the school district technology needs. **Please provide an “out of pocket” price for Dodge County School System as well as the total price for each category.**

Grading system:

The executive summary of each response will be read to give an overview of the response. Then, each section of each response will be graded using the point value system shown below: Evaluation of all proposals will be based on the following criteria:

Point Value:

Factor	Weight
Price	30%
Prior experience w/erate	25%
Personnel qualifications	20%
Management capability	15%
Environmental objectives	10%
Total	100%

ORAL INTERVIEW / PRESENTATION

If information is needed in addition to the proposals, the district reserves the right to bring in the top candidate's for interviews/presentations.

**Dodge County School District
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E-rate Year 2008-2009**

**REQUEST FOR PROPOSALS
INTENT TO PARTICIPATE FORM**

Please check () all that apply:

Internal Connections:

- () **Structured cabling**
- () **Electronics upgrade**
- () **Servers**
- () **Wireless LAN**
- () **Network Firewalls**
- () **PVBX**
- () **VoIP**
- () **Maintenance and Installation**

The undersigned, a duly authorized representative of a prospective PROPOSER hereby declares its intent to participate in the above referenced Request For proposal(s). In connection therewith, the State is hereby advised of the following:

Name of Company: _____

Service Provider Information Number: _____

Contact Person, including title: _____

Address for contact person: _____

Telephone number for contact person: _____

It is hereby declared that this Company intends to propose on all services sought pursuant to this Request for Proposal.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Submit completed form via email or fax:

E-mail – cgodfrey@dodge.k12.ga.us

Fax – 478-374-6697

**Dodge County School District
Request for Proposal
E-rate Year 2008-2009**

Structured Cabling & Electronics

Dodge County School District is requesting proposals for the installation of additional data drops in each school location. All project work must be made within the specified time frame and parameters of the USAC SLD Program.

Dodge County School District is receiving proposals to install additional data drops in each school location. All six sites will needed to be re-cabled with Cat6 plenum wiring, with quantities determined using the following formula: 8 Drops per Classroom, 20 per Media Center, 2 per Office, 30 per Computer Lab. Minimum specifications of CAT6 plenum cable. Please include installation, patch panels, patch & device cables, cabinets and electronics to complete the data connectivity for the additional drops. In addition, DCSD is requesting additional HP Procurve Gigabit switches in each closet at each school location. A new high-capacity L3 switch is being requested for the Board Office, where all school internet traffic originates. Include all modules and transceivers, fiber patch cords.

Vendor must provide a technician for onsite installation and configuration of Procurve switches. Vendor will provide assistance in integrating new Procurve switches with any existing switch electronics that may still be in place during of the installation of new Procurve switches. This includes but is not limited not, any reconfiguration of existing switches, or changes to network IP schemes to accommodate the new Procurve switches.

At the Board Office, 2 new 7' cabinets (enclosed) are requested, to house DNS, DHCP, Web, Email, and Terminal Servers, as well as Network Switches and Firewalls. There should also be one of these cabinets for each of 4 schools.

Visio drawings of the new data closets with closet build-outs of each data rack should be included upon completion of the project. The as built drawings should be re-built to exemplify the new labeling scheme and drops for this contract in all schools.

Drop Totals:

South Dodge Elementary School
556 Cat6 Drops
2400ft 12-strand .50 micron MM Plenum Fiber
2 x 8' Open Relay Rack
3 x 2' Hoffman Enclosed Cabinets

North Dodge Elementary School
556 Cat6 Drops
2400ft 12-strand .50 micron MM Plenum Fiber

2 x 8' Open Relay Rack
3 x 2' Hoffman Enclosed Cabinets

Dodge County Middle School
692 Cat6 Drops
2300ft 12-strand .50 micron MM Plenum Fiber
2 x 7' Open Relay Rack
1 x 8' Open Relay Rack
3 x 2' Hoffman Enclosed Cabinets

Dodge County High School
782 Cat6 Drops
4000ft 12-strand .50 micron MM Plenum Fiber
1 x 7' Open Relay Rack
4 x 2' Hoffman Enclosed Cabinets

Dodge County Alternative Learning Center
128 Cat6 Drops
400ft 12-strand .50 micron MM Plenum Fiber
2 x 4' Hoffman Enclosed Cabinet

Dodge County Board of Education
72 Cat6 Drops
1 x 3' Hoffman Enclosed Cabinet

GUARANTEES

a. Unless otherwise specified, the contractor and manufacturer shall guarantee the proposed network cabling, materials, workmanship and that the network at the time of installation shall meet the attenuation – to - cross talk ratio (ACR), attenuation and near-end cross talk (NEXT) specifications for a period of ***Twenty-five years*** from the date of acceptance. Network equipment (electronics) shall be guaranteed by the manufacturer for no less than **three years**.

b. During the guarantee period the contractor shall repair or replace, at his own expense, materials, equipment or workmanship in which defects may develop including damage to other work resulting, and shall also provide free service for all equipment and systems involved in the contract during this guarantee period. Final payment shall not relieve the contractor of these obligations.

c. Guarantees and warranties by the respective equipment manufactures shall also be subject to the terms and time limits defined in these specifications.

2.8 CERTIFICATION

a. The entire cable plant must be tested and certified in compliance with the ANSI/IEEE 802.3 and EIA/TIA 568 10BaseT specification (category 6).

- b. Each node test should include the patch panel, patch cord, device jack, and cable.
- c. All test results must be printed and show the following results:
- 1) Impedance (TDR)
 - 2) Cable length
 - 3) Attenuation
 - 4) Near end Cross Talk (NEXT)
 - 5) Line Mapping
 - 6) DC Ohms
 - 7) Attenuation-to-Cross Talk ratio.
- d. Contractor must be a MOLEX PREMISE NETWORKS CERTIFIED INSTALLER, TANDBURG VALUED PARTNER, CLASS CONNECTION RESELLER, AND CISCO CERTIFICATIONS IN INTERNET PROTOCOL TELEPHONY, AND CISCO WIRELESS.
- e. Contractor must have a BISCI certified RCDD on staff and show proof thereof.
- f. Contractor will be responsible for all local and state permits (if applicable).
- g. Contractor must be licensed in the State of Georgia and show proof of a low voltage certification and being in the low voltage data communication trade for a minimum of three years.
- h. Contractor must have a minimum of 3 sites using this type of open distribution 10BaseT topology with 500 or more nodes installed and provide contact names and telephone numbers.
- i. Contractor must be insured with the following minimum rates:
- 1) General Liability - \$2,000,000
 - 2) Automobile Liability - \$1,000,000
 - 3) Worker's Compensation - \$100,000
- j. The contractor must provide a **25-year Application Assurance Warranty** by the contractor and by the **manufacturer (Molex Premise Networks, Inc.)** of the products used in this project guaranteeing the network will perform at speeds in excess of 100mgbs for the next 25 years.**(Equivalent Products will not be excepted)**
- K. The contractor must be able to provide a turnkey solution for both network cabling and computer hardware and software. Vendors are encouraged to visit the School system to become familiar with the details of district requirements.

Servers

The DCSD is also seeking DNS and DHCP servers for each site. A Web server and an E-mail server are also being sought for the school system as a whole. Terminal Servers are

also being sought to provide access to students to the internet and email services. See specifications below. The company must have a technician on staff with the following credentials: CNE and Linux certifications, extensive knowledge of Server configurations and ability to resolve technical issues expeditiously. Please include all technician certifications and resume for DCSD review.

DNS/DHCP Server Specifications

INCLUDE INSTALLATION & CONFIGURATION (6)

Server

Dual Intel Xeon Quad Core Processors
8 GB RAM
6 x 146 GB SAS Hard Drives
DVD-RW Drive
RAID Controller
Redundant Power Supply
16-port IP KVM Switch
16 PS2/USB to Cat5 Converter Cables
16 7' Cat5e Cables
Server Operating System License
17" Rackmount LCD Monitor
SmartUPS 3000 RM2U (110v)
Hardware Support 4-hours 24x7

Web Server Specifications

Include installation & configuration (1)

Server

Dual Intel Xeon Quad Core Processors
4 GB RAM
4 x 146 GB SAS Hard Drives
DVD-RW Drive
RAID Controller
Redundant Power Supply
Server Operating System License
SmartUPS 3000 RM2U (110v)
Hardware Support 4-hours 24x7

Terminal Server Specifications

Include installation & configuration (6)

Server

Dual Intel Xeon Quad Core Processors
10 GB RAM
4 x 146 GB SAS Hard Drives
DVD-RW Drive
RAID Controller

Redundant Power Supply
16-port IP KVM Switch
16 PS2/USB to Cat5 Converter Cables
16 7' Cat5e Cables
17" Rackmount LCD Monitor
SmartUPS 3000 RM2U (110v)
Server Operating System License
50 Client License
Hardware 4-hours 24x7 3 Years

Linux E-Mail Server Specifications
Include installation & configuration (1)

Server
Dual Intel Xeon Quad Core Processors
8 GB RAM
6 x 146 GB SAS Hard Drives
DVD-RW Drive
RAID Controller
Redundant Power Supply
SmartUPS 3000 RM2U (110v)
Server Operating System License
Hardware 4-hours 24x7 3 Years

Wireless LAN

DCSD is requesting quotes for a wireless network capable of roaming inside of each school. Teachers and/or administrators must be able to walk within any school with a laptop computer or wireless PDA and have network connectivity in main areas. The quantity and the placement of the access points will be dependent upon the structure of the buildings and the materials that differs by site. The wireless access points shall utilize power over Ethernet to supply power to the units. The AP quoted shall be B/G compliant. The solution must be Procurve controller-based solution, utilizing Procurve Radio Ports and have CWNA certification.

Installation

Locations:

Dodge County High School
Dodge County Middle School
North Dodge Elementary School
South Dodge Elementary School
Dodge County Alternative Learning Center
Dodge County Board Office

Installation of sufficient wireless Ethernet access points in targeted instructional and administrative areas to ensure reliable connectivity.

- Determination of optimum access point location.
- Hardware installation and configuration.
- Validation of workstation connectivity.
- Instruction of administrative tasks.
- Project documentation.

Totals:

175 Procurve Radio Ports

175 Cat6 Drops

20 x 2650 Procurve PoE Switches

Procurve Wireless Edge Modules and Licenses for each of 6 sites

Network Firewalls

DCSD is seeking Network Firewalls to provide a level of security from the outside world (internet), and also from malicious users inside the private network. The device/server should provide basic firewalling functionality for the network. Any ineligible features such as IDS, Content Filtering, etc. should be cost-allocated out of the product, and must include an explanation stating how the cost-allocation formula was determined. A Linux solution is preferred.

PVBX

DCSD is seeking a PVBX system for each site to provide video integration of the PBX to allow the PVBX to act as a video distribution system linking classrooms and administration.

Locations:

Dodge County High School
Dodge County Middle School
North Dodge Elementary School
South Dodge Elementary School
Dodge County Alternative Learning Center
Dodge County Board Office

Totals:

214 Classrooms

VoIP

DCSD is seeking a VoIP phone system for each site to provide voice access to all classrooms and administrative areas. Vendor must be an authorized reseller, and have

trained and certified technicians on staff to provide immediate assistance in the event of a problem, due to the importance of this service.

Locations:

- Dodge County High School
- Dodge County Middle School
- North Dodge Elementary School
- South Dodge Elementary School
- Dodge County Alternative Learning Center
- Dodge County Board Office

Totals:

214 Classrooms

112 Offices

Maintenance for LAN/WAN support

DCSD also would like a quote for a **maintenance contract** on the data network, switches, wireless system, drops, VoIP system, and eligible servers. The company must have a technician on staff with the following credentials: CNE, Linux and extensive knowledge of Server configurations and ability to resolve technical issues expeditiously. Please include all technician certifications and resume for DCBOE review. Our contract should reflect one technician 3-days per week for the Year 11 funding period.

D

Dodge County Board of Education

DR. LYNN ROGERS, SUPERINTENDENT

Post Office Box 1029 • 720 College Street
Eastman, Georgia 31023-1029

Phone (478) 374-3783 • Fax (478) 374-6697

December 1, 2008

Dear Mr. Stankus:

The Dodge School System is in a very poor southern county that has never received any E-rate funding beyond telecommunications because we have not had anyone knowledgeable about the process. In FY08, we hired a very efficient administrative assistant who can devote a significant amount of time to the required E-rate paperwork. We were so excited when our application was approved and we were funded for approximately \$2.5 million. We are so far behind other systems in the state with our internal connections and we thought we could finally catch up and begin to offer our students a 21st Century education. We were so disappointed today to learn that we have made an error that is threatening our desperately needed funding.

On our FCC Form 470, we marked that we would not be using an RFP. We felt there was no need for an RFP because all the needed information was detailed on the 470. When vendors called, the Director of Technology at that time was Cerese Godfrey. Mrs. Godfrey sent out some clarifying information that she put together under the title *Request for Proposal*. Her error was in using the wrong terminology. She should have titled it *Request for Information*. Our staff has carefully reviewed the 470 and the information Mrs. Godfrey sent out to vendors. We found nothing in the information she sent that would give a vendor an advantage over another vendor who did not request it.

We ask that you accept our mistake as a human error with no plan on our part to mislead anyone. It was our sincere intention to give every vendor an equal opportunity for bidding.

Sincerely,

Lynn Rogers

Dr. Lynn Rogers



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Dr. Lynn Rogers

From: Deodato, Cindy [CDEODAT@sl.universalservice.org]
Sent: Friday, January 09, 2009 3:20 PM
To: lrogers@dodge.k12.ga.us
Cc: Deodato, Cindy
Subject: Request for Response from Dodge County School District due by January 26, 2009
Attachments: image001.png; Req for Resp from DCSD 1-09-09.doc



Universal Service Administrative Company
 Schools & Libraries Division

Date: January 9, 2009

To: Dr. Lynn Rogers
E-mail: lrogers@dodge.k12.ga.us
From: C. Deodato
E-mail: cdeodat@sl.universalservice.org
Subject: Dodge County School District

I appreciate the opportunity to speak with you today and look forward to receiving the documentation requested in this letter. If you should have any questions regarding the requested information, please do not hesitate to call or email me. Would you be so kind as to positive reply to my email address (cdeodat@sl.universalservice.org) your receipt of this email?

For USAC to bring the issue about the Schools and Libraries Program 2008 Funding for Dodge County School District to completion, please furnish the information and documentation requested below. As you know the USAC Schools and Libraries Program rules must be adhered to in order for funding to be provided to their applicants.

On December 2, 2008, you provided a letter to Paul Stankus at USAC stating that a human error had incurred in that your Director of Technology at the time, Cerece Godfrey, had distributed an eighteen page "unofficial" Request for Proposal (RFP) to any vendor calling for additional information not outlined in your November 27, 2007 FCC Form 470, posted for bidding for a contract to be awarded on January 10, 2008. However, your FCC Form 470 did not indicate that a RFP was available. The RFP contained an "Intent to Participate" form that interested parties were required to submit to Godfrey by no later than 4pm on January 4, 2008, or the vendor would not be considered for the school's internal connections project.

On December 18, 2008, Rick Rogers, Dodge County School District Director of Technology, provided information/documentation to Stankus of your Board Policy Purchasing Agreement posted on the Dodge County Website. The Purchasing Policy states "purchases of all equipment, material, supplies, services, rents and leases shall be based on sound business practices, written bids, Request for Proposals, oral phone quotes, State of Georgia Contracts, General Service Administration Contracts, Georgia Department of Education Regional Education Service Agency Contracts and applicable bids by County Governmental Agencies shall be used when appropriate to purchase goods and services." The selection criteria section states "all purchases shall be based upon acquisition of goods and services at the lowest

1/12/2009

cost while being suited to the School System's needs."

The following disparities must be resolved, please respond in writing and provide the following documentation supporting this inquiry by no later than Monday, January 26, 2009, so this matter may be resolved and we can ensure your school district's compliance with the USAC Schools and Libraries Program:

- 1) Provide the list of vendors to which an "unofficial" RFP document copy was furnished by Godfrey, and
- 2) Provide the actual email copies that were forwarded to said vendors, thus indicating the date of distribution. USAC received allegations that the FCC Form 470 did not indicate a RFP was available, yet it was provided to some vendors. However, it was not provided within the 28 day required interval to provide sufficient opportunity to bid the project.
- 3) Provide a copy of all the "Intent to Participate" forms that were signed and submitted to Dodge County School District, as requested in the RFP documentation.
- 4) Provide the date intervals that Ceresse Godfrey and Rick Rogers served as the Dodge County Director of Technology.
- 5) Is Ceresse Godfrey still employed by Dodge County School District?
- 6) Explain why the FCC Form 470 posting date of November 27, 2007, listing Ceresse Godfrey as the applicant contact matches the date of the "unofficial" RFP prepared by Godfrey, and yet the RFP was not listed as being available on the FCC form 470.
- 7) Provide a summary of documentation reflecting all vendor bids that were considered and indicate the vendor awarded the contract and the rationale of selection.
- 8) USAC received allegations that a request for a site walk through prior to vendor selection was denied as well as several inquiry calls were not responded to prior to vendor selection. Please advise of your knowledge of such allegations.

Your reply should be received by no later than close of business on January 26, 2009, to enable USAC to make a decision regarding the funding for the district. Failure to provide the reply may result in Schools and Libraries Program funding request denial and/or rescinding of approved funding.

If you have any questions or you need additional time to prepare the reply, please contact me using the E-mail address below, or call me at 201-572-1592. Finally, once the reply is ready to return, please complete the Certification page below, and return both the reply and the Certification as attachments to cdeodat@sl.universalservice.org.

Thank you,

Cindy Deodato
Universal Service Administrative Company
Schools and Libraries Program
201-572-1592
Fax 973-599-6552
cdeodat@sl.universalservice.org